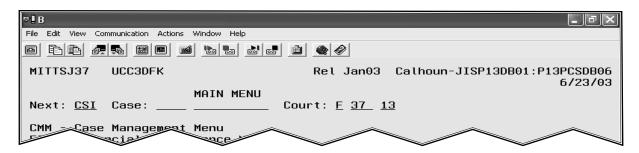
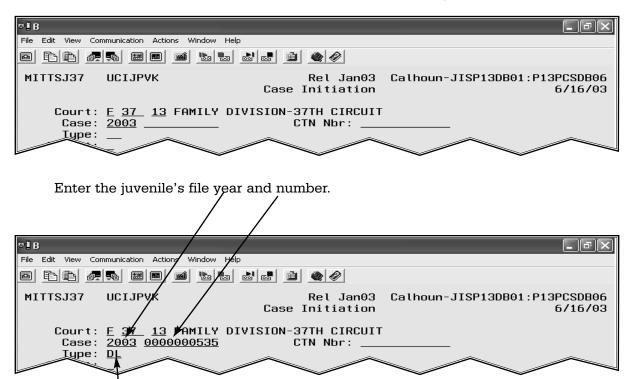
Case Initiation Existing Juvenile File and Case

Additional cases (petitions) for a juvenile/case type are entered much the same way as the initial case.

To begin entry of another case, enter CSI (Case Initiation) at any **Next** line and press **<ENTER>**.



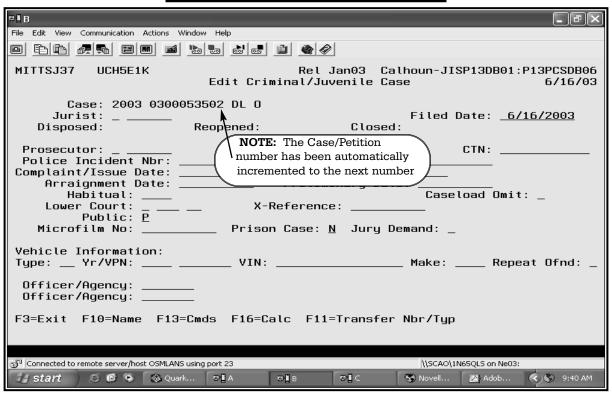
The Case Initiation screen will be returned for processing.



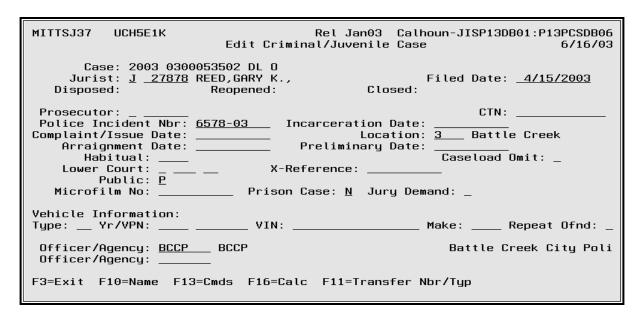
Press **<ENTER>** and the **Edit Criminal/Juvenile Case** screen will be returned.

And the case type

Edit Criminal/Juvenile Case

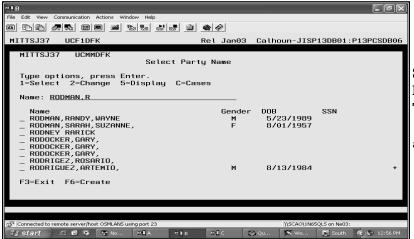


Enter all information as it applies to this case.



When you have completed the entry of all case information press **<ENTER>** and the **Select JUVENILE** screen will be returned.

Data Entry for Select Juvenile Screen

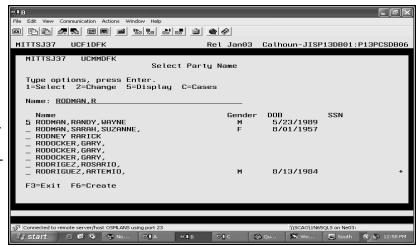


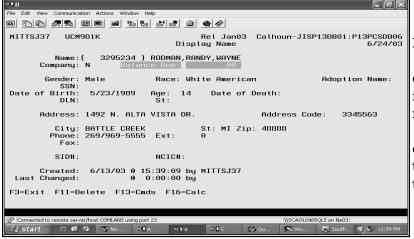
Step #1

Search for the juvenile's name by entering LASTNAME/FIRS-TINITIAL and press <ENTER>. The name is already on the Name Index.

Step #2

Verify the name and address information by entering a "5" and **ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.



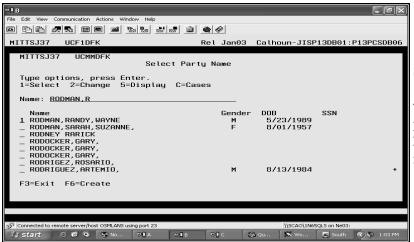


Step #3

If the information is correct, <F3> to exit. If you need to change any information relating to this individual <F3> from this screen, then "2" and <ENTER>, make necessary changes, press <ENTER>, then <F3>. You will return to the Select Party Name screen.

continued _____

Data Entry for Select Juvenile Screen



Step #4

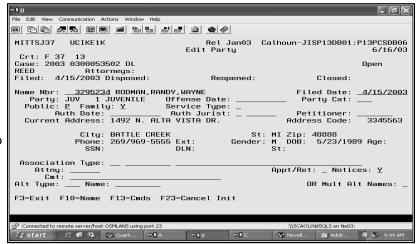
Select the juvenile on this case (petition) by placing a "1" next to the the juvenile's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned.

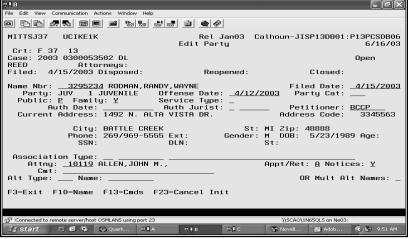
Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>** . The Select Party screen will be returned.

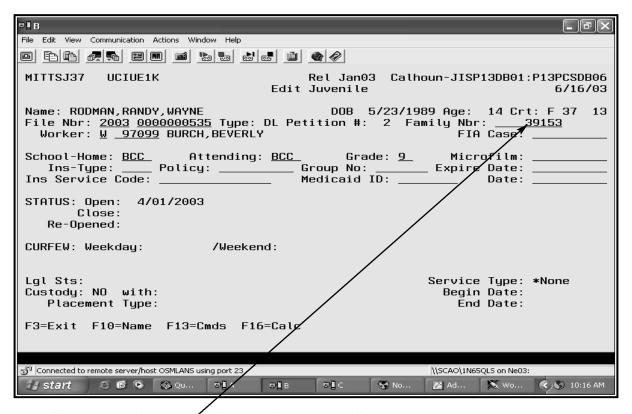




Step #6

When you have completed entry of the information pertaining to this case, press <ENTER> and the Edit Juvenile screen will be returned.

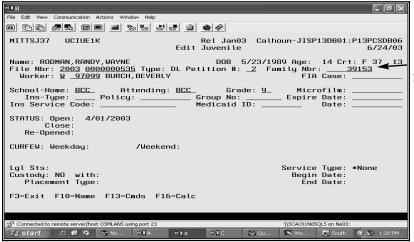
Edit Juvenile Screen



You may make any additions or changes to this screen.

Please Note: The family number has already been added as a result of creating the family file when the first case (petition) was created. Any parties that have a "Y" at family on the **Edit Party** screen have already been added to this case (petition). Do not add them to this case (petition). To determine who has been added to the family file, follow the following steps.

Edit Juvenile ~ Family File

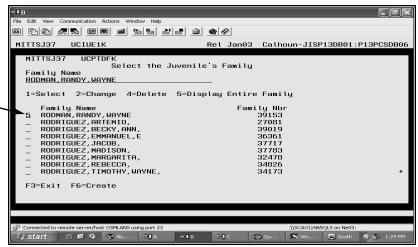


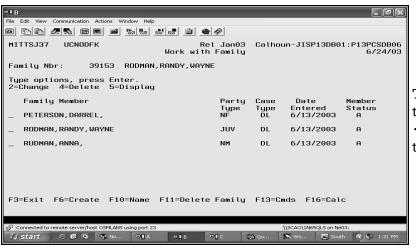
Step #1

<F4> prompt at Family Nbr field

Step #2

Place a "5" next to the minor's name and press **ENTER**>. The **Work with Family** screenwill be returned.

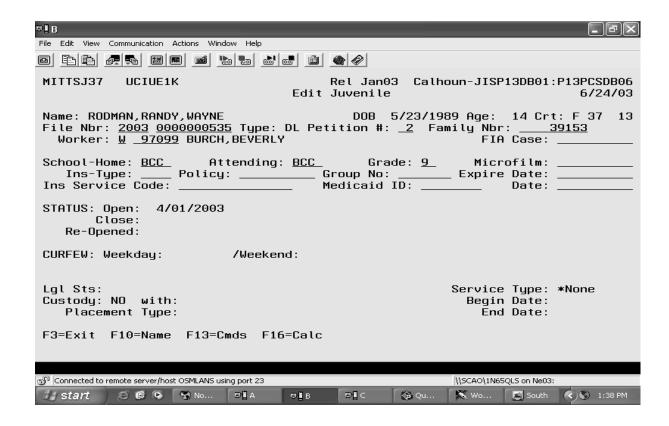




Step #3

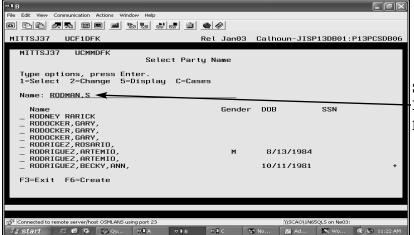
These individuals will not need to be added to this case. Press <**F3**> two times to return to the **Edit Juvenile** screen.

Data Entry for Edit Juvenile, continued



After entering all pertinent information, press **<ENTER>** and the **Select Party Name** screen will be returned for processing.

NAME DOES NOT EXIST



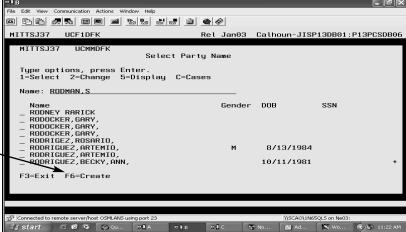
Step #1

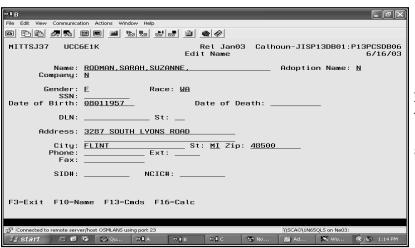
Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**

Step #2

Name is not on the name index then <F6> to create name.

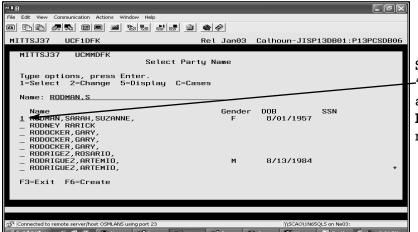
Edit Name screen will be returned.





Step #3

Enter all known information for this person, then press <ENTER>. The Select Party screen will be returned



Step #4

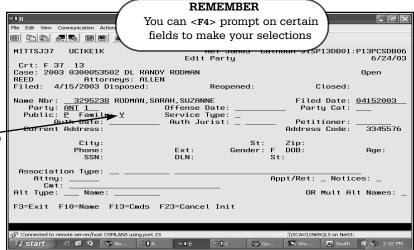
Select the name by placing a -"1" next to the party's name and press **<ENTER>**. The **EDIT PARTY** screen will be returned

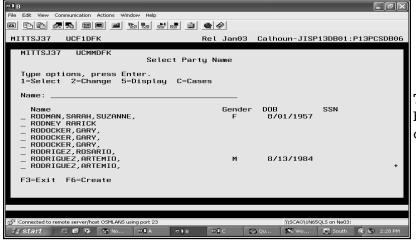
Step #5

Make any necessary modifications to the screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to

Press **<ENTER>** . The **Select Party** screen will be returned.



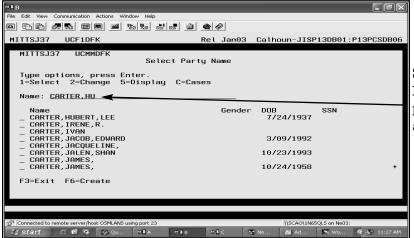


Step #6

This party has successfully been added to the juvenile's case (petition)

REMEMBER - Parties created at the **Edit Party** screen with a "Y" for Family (e.g. natural mother (NM), natural father (NF)), are **automatically** added to this case. You **DO NOT** need to select them for any other cases (petitions) on this file.

NAME EXISTS

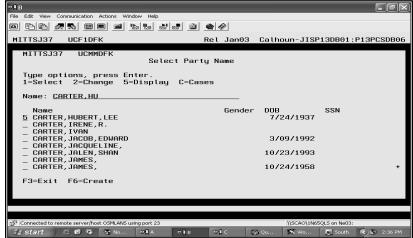


Step #1

Search for name by entering LASTNAME/FIRSTINITIAL and press **<ENTER>**. The name is already on the Name Index.

Step #2

Verify the name and address information by entering a "5" and **ENTER>** to display the name and address information. You may also do a "C" for cases to view the cases associated with this name.

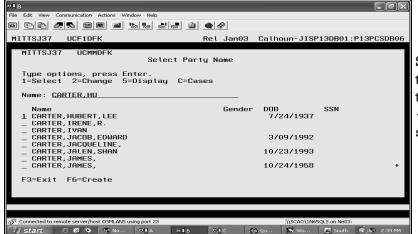


Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06 Display Name 6/24/03 MITTSJ37 UCM9D1K Name: (2692035) CARTER, HUBERT, LEE Company: N Balance Due: .00 Gender: SSN: Adoption Name: Race: Date of Birth: 7/24/1937 Age: 65 St: Date of Death: Address: Address Code: 2742360 City: Zip: Phone: Fax: NCIC#: Created: 4/24/03 @ 4:35:45 by STOLLR Last Changed: @ 0:00:00 by F3=Exit F11=Delete F13=Cmds F16=Calc

Step #3

If the information is correct, <F3> to exit. If you need to change any information relating to this individual <F3> from this screen, then "2" and <ENTER>, make necessary changes, press <ENTER>, then <F3>. You will return to the Select Party Name screen.

continued —



Step #4

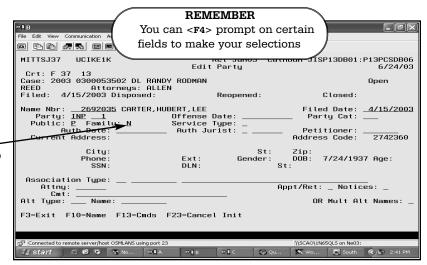
Select the party to be added to the case by placing a "1" next to the name and press <ENTER>. The EDIT PARTY screen will be returned.

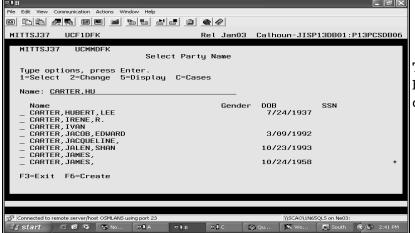
Step #5

Make any necessary modifications to the **Edit Party** screen.

If you want this party to be added to the Juvenile's Family File, change the Family Field to "Y".

Press **<ENTER>** . The Select Party screen will be returned.



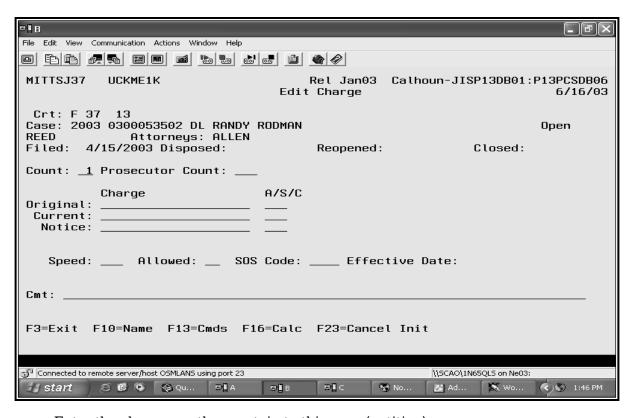


Step #6

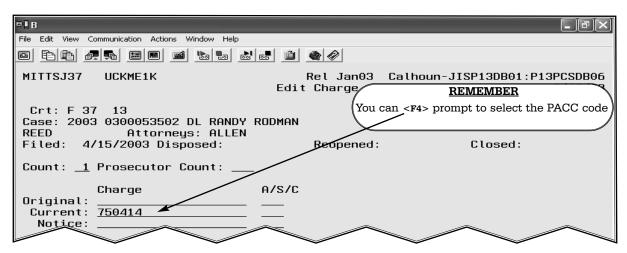
This party has successfully been added to the juvenile's case (petition)

Continue adding parties to the petition by following the previous steps. When you have completed the data entry for all parties for this case, press <F3> from the **Select Party** screen. The **Edit Charge** screen will be returned.

Data Entry for Edit Charge

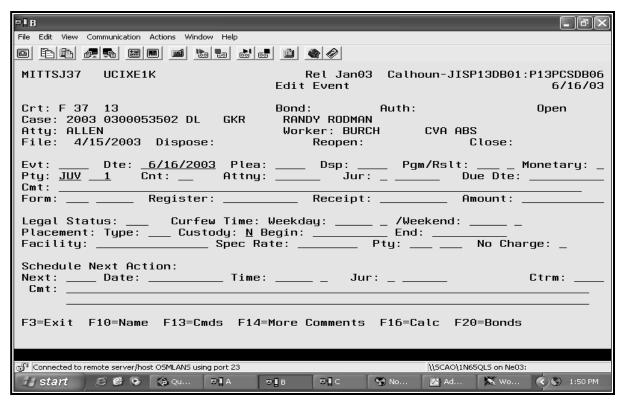


Enter the charges as they pertain to this case (petition).



Press **<ENTER>** after entry of each charge. When you have completed the entry of all charges pertaining to this case (petition), do an **<F3>** and the Edit Event screen will be returned.

Data Entry for Edit Event Screen



Enter each event as it pertains to this case (petition). When you have completed with the entry of events press <F3> and the Work with Events screen will be displayed.

